Checklist for Giving Feedback on Teaching: Mini-Lectures

<u>L</u>earning objectives:

1. Did the resident state at least one clear learning objective for the talk, expressed in the form of what participants would be able to do after having participated?

    _____No _____Somewhat _____Yes

2. Did s/he make it clear why this is an important topic?

    _____No _____Somewhat _____Yes

3. Did s/he ask participants to state at least one of their own learning goals?

    _____No _____Somewhat _____Yes

4. Did s/he encourage participants to admit their limitations?

    _____No _____Somewhat _____Yes

<u>E</u>valuation:

5. At the beginning of the talk, did the teacher ask helpful questions to evaluate what participants already knew about the topic?

    _____No _____Somewhat _____Yes

6. Did s/he adjust the goals of the talk based on what participants said they already knew about the topic?

    _____No _____Yes _____Not applicable

<u>C</u>ontrol of session:

7. Did your resident make skillful use of the blackboard or other visual aids?

    _____No _____Somewhat _____Yes

8. Did s/he present the teaching material in a well-organized and logical manner that helped attendees follow the main points of the talk?

    _____No _____Somewhat _____Yes

9. Was the session paced well without dragging out or seeming rushed?

        _____No   _____Somewhat   _____Yes

10. Did the teacher call attention to time and refocus the session as needed?

        _____No   _____Somewhat   _____Yes

11. Did s/he avoid digressions?

        _____No   _____Somewhat   _____Yes

12. Did s/he make the session interactive, engaging participants in even a very brief discussion?

        _____No   _____Somewhat   _____Yes

Talk:

13. Did the teacher briefly personalize the talk with humor, with a story, or in another way?

        _____No   _____Somewhat   _____Yes

14. Did s/he avoid reading a script or relying too heavily on notes?

        _____No   _____Somewhat   _____Yes

15. Did s/he move around and gesture naturally?

        _____No   _____Somewhat   _____Yes

16. Did s/he make good eye contact, avoiding talking to the slides or to the blackboard?

        _____No   _____Somewhat   _____Yes

→ Understanding:

17. Did the resident encourage participants to analyze and synthesize the material taught?

        _____No   _____Somewhat   _____Yes

18. Did s/he generalize what could be learned about this topic?

        _____No   _____Somewhat   _____Yes

→ **Retention:**

19. Did the resident encourage review of facts and concepts?

_____No   _____Somewhat   _____Yes

Education:

20. Did the teacher at least briefly encourage learners to explore specific learning resources (e.g., texts, articles, computer resources)?

_____No   _____Somewhat   _____Yes

Evaluation: Giving Lectures Session

Please rate the quality of your learning experience for each part of this session, using the key below.
A score of 4 indicates an average learning experience compared with the rest of your residency training.

1	2	3	**4**	5	6	7
Not	Needs some Wow!	Fair	Good	Very good	Excellent	
acceptable	improvement					

1. Mini-lecture on giving lectures	1	2	3	**4**	5	6	7
2. The opportunity to give a mini-lecture in class	1	2	3	**4**	5	6	7
3. Getting feedback from the class on your own talk	1	2	3	**4**	5	6	7
5. "**Giving Lectures**" session as a whole	1	2	3	**4**	5	6	7

What did you like best about this session?

What could be improved about it?

What will you do differently after having participated?

Thanks!